

## Email Sent to Applicant

**From:** escertification@energystar.gov  
**Sent:** 2017-11-10T10:52:57.000-05:00  
**To:** vc7744@gmail.com,  
**CC:** varun@gcisite.com,  
**Subject:** ENERGY STAR Application for 116 Huntington (ID: 2033376)

Dear Varun:

Thank you for applying for the ENERGY STAR for 116 Huntington (ID: 2033376). We have reviewed your application, and we wanted to follow up on the issues below:

1. The electric meter on page 6 of your application, "Elec. Meter (b) (4)," shows (b) (4) consumption for the entire application period. What loads are captured by this meter? Please provide an explanation for the unusual consumption, and let us know whether all of these entries are accurate as billed.

2. Additionally, the signatory did not date their signature on this application. Can you please respond to this email with what day the application was signed by the signatory.

Please respond to this email by December 10 if you would like this property to be considered for the ENERGY STAR.

Thank you and we look forward to your response,

ENERGY STAR Certification Review Team

**11/13/17**

Please reset the application so we can revise and resubmit.

Thanks,

Varun Chandra

Dear Varun:

Thank you for your response, your application has been reset to allow you to make the necessary edits to your property, then regenerate and resubmit through Portfolio Manager.

First, click on the property name in MyPortfolio and make the following edits to your property:

1. Correct Meter Data: Access the Energy tab, and click on the name of the meter that requires corrections. Make any necessary corrections in that meter, and click "Save Bills."
2. Add the date signed for the signatory.

Once all necessary changes have been made, please follow these steps to generate and submit a revised application.

1. Access the Application: Select the Finish your application for ENERGY STAR Certification link in the top right corner of the property page to return to the application when edits are completed.
2. Edit/Confirm Previous Application Information: Go through the first four steps in the Your Application Process widget (About Your Property, Contact Information, Award Information, and Eligibility Details). Edit any information that needs to be revised, or confirm previous content. Click Save for Signatures.
3. Generate for Signatures: On the Generate for Signatures page, select Generate New Application for Download. Save the new download to your computer and click Continue. Confirm information on the Site Visit page and click Continue. This will direct you to the Submit Application page.
4. Complete the Application and Obtain Signatures: Fill out the check boxes in the new download. Have the LP re-stamp and re-sign the application, and have the signatory re-sign the application.
5. Submit Application: On the Submit Application page, enter the new application tracking number and attach the revised application form. (Note that the file size must be less than 5MB.) Fill in the check boxes as requested, validate your credentials, and click Submit to EPA.

Please resubmit your application by December 13 if you would like this property to be considered for the ENERGY STAR. If you have any questions, please respond to this email.

Thank you and we look forward to your resubmission,

ENERGY STAR Certification Review Team